

Levy County Board of County Commissioners

Official County Policies

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Library Collection Development	LCP5.8	1 of 3
Based on Florida Statute Number	Effective Date	
F.S. 125.01 (f,t,w)	September 3, 2002	

Policy:

1. Materials Selection

A. Guiding Principles

- i. The Library recognizes that many books are controversial and that any given item may offend a patron. Selections are not made on the basis of any anticipated approval or disapproval, but solely on the merits of the work in building balanced collections and serving the interests or needs of the readers. The collection is designed to serve the whole community. The library's selection process cannot be inhibited by the fact that children and young adults have access to the entire collection. Parents or, guardians who wish to limit or restrict the use of library resources (reading, listening, viewing) by their own children should personally oversee their selections.
- ii. Materials representing various points of view are acquired by the Library System. Works normally are not excluded because of language or explicit text or illustrations if they meet the selection criteria stated in the Library's Collection Development Policy.
- iii. The choice of library materials by users is an individual matter. While individuals may reject materials for themselves, they cannot exercise censorship or restrict access to materials for others. The Library does not remove materials because of partisan or doctrinal disapproval.

B. Criteria

In general the Library's policy is to purchase materials, which satisfy the clientele of the Library. The established guidelines for acquisitions are:

- i. Community interest
- ii. Permanent or timely value
- iii. Authoritativeness
- iv. Accurate information
- v. Suitability of physical format for library use
- vi. Clear presentation and readability
- vii. Presentation of controversial issues
- viii. Balancing of special group interests with general demand
- ix. Author's reputation and significance as a writer, composer, illustrator, filmmaker
- x. Importance of subject matter and collection
- xi. Scarcity of material on the subject
- xii. Appearance of title in special bibliographies or indexes
- xiii. Reputation and standing of publisher/producer
- xiv. Availability of material elsewhere in area
- xv. Price
- xvi. Quality of writing, design, illustrations, or production
- xvii. Social significance

C. Responsibility

Selection is a judgment and interpretive process involving: general knowledge of the subject and its' important literature; familiarity with the materials in the collection and needs of the community; critical examination of current production; reviews; pertinent bibliographical publications; publishers' advertising. Patrons and all staff members are encouraged to submit recommendations, which will be given high priority consideration in light of regular selection policies.

2. Gifts of Library Materials

- A. Gifts will be accepted with the understanding that they will be dealt with as the library staff deems proper.
- B. Once materials are accepted by library staff, they become property of the Levy County Library System and are not subject to return to the donor.
- C. Gifts may be added to the collection, given to the Friends of the Libraries or disposed of in other ways.

- D. Gifts will normally be integrated into the regular collections, unless there is written agreement at the time of the donation to keep the materials in a separate section. Separate collections will be established in only the most unusual circumstances.

Date Approved by BOCC	Signature of BOCC Chair	Date Signed
September 3, 2002	Tony Parker	September 3, 2002